

## Lunchtime Supervisory Assistant

Evaluated Grade – Scale 1

### Job Description

<b>Job Purpose</b>
To supervise children to ensure their safety and welfare.
<b>Major Tasks</b>
<ul style="list-style-type: none"> <li>To supervise the children during their lunch and lunch break</li> <li>This will include all relevant indoor and outdoor areas that the children occupy during the break</li> <li>Monitor children whilst they eat their lunch and be a strong advocate of good table manners</li> <li>Monitor children whilst they move out of the dining hall for the remainder of the lunch break to ensure safe play activities</li> <li>Monitor children visiting the toilet and washing hands</li> <li>To supervise the pupils at the end of the break to ensure an orderly return to the class</li> <li>To administer first aid on a rota basis if required</li> </ul>
<b>Contacts &amp; Relationships</b>
<ul style="list-style-type: none"> <li>To interact with the children and to pass on any relevant information regarding events during the supervision period to the line manager, support or teaching staff within the school</li> </ul>
<b>Creativity</b>
<ul style="list-style-type: none"> <li>As requested by the line manager, the post holder will be required to undertake their routine duties in order to address specific requirements of the role.</li> <li>The post holder will also need to answer routine queries from the children and classroom staff as necessary</li> </ul>
<b>Decisions</b>
<ul style="list-style-type: none"> <li>Decisions of a routine nature will be made within the duties of the role but the decision making responsibility will be the responsibility of the line manager</li> </ul>
<b>Management &amp; Supervision</b>
<ul style="list-style-type: none"> <li>There is no supervisory responsibility of staff for this period</li> </ul>
<b>Supervision Received</b>
<ul style="list-style-type: none"> <li>The post holder will be managed by the relevant line manager who will have responsibility for checking the post holder's work on a day to day basis</li> </ul>
<b>Complexity</b>
<ul style="list-style-type: none"> <li>To carry out the supervision of children reporting any events during the periods to the relevant line manager or school staff. The post holder will be required to work as part of a team but may occasionally be required to carry out a specific task as directed by the line manager</li> </ul>
<b>Resources</b>
<ul style="list-style-type: none"> <li>Prepare and maintain equipment/resources as directed by the lead supervisor and assist pupils in their use</li> <li>To handle confidential personal/sensitive information.</li> </ul>
<b>Impact</b>
<ul style="list-style-type: none"> <li>Ensure sufficient play activities for childcare during lunchtime and breaks</li> </ul>
<b>Physical Demands</b>
<ul style="list-style-type: none"> <li>The level of physical demands would be that expected of a typical activities co-ordinator such as standing, walking and engaging in play activities. There may be the occasional demand for more than this. However, this would not be a typical or significant part of the job.</li> </ul>

Working Environment
<ul style="list-style-type: none"> <li>In the main this post works in the environmental conditions of an outside play area in terms of heat, ventilation and lighting with exposure to adverse weather conditions when prevalent</li> </ul>
Emotional Context
<ul style="list-style-type: none"> <li>The emotional strain or distress this role is expected to face would be limited however, there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information</li> </ul>
Other
<p>The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.</p> <p>The postholder will be expected to actively follow Telford &amp; Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.</p> <p>The postholder will be expected to maintain an awareness and observation of Fire and Health &amp; Safety Regulations.</p>

#### Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> <li>No formal qualifications are required but the postholder must be able to read and write</li> <li>Training on First Aid programmes or a willingness to undertake such training as necessary (desirable)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with children in a similar role (desirable)</li> <li>An awareness of how to deal with children of different ages</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Have an awareness at all times of child protection issues</li> <li>Health and Safety</li> </ul>
Skills	<ul style="list-style-type: none"> <li>The ability to work under the instruction of a supervisor and/or Head Teacher</li> <li>The ability to work as part of a team but also independently if required</li> <li>The ability to maintain a quiet atmosphere while children collect and eat lunch</li> <li>The ability to be sympathetic to the individual needs of children in the school whilst supporting the school discipline system</li> <li>The ability to encourage children to adopt appropriate eating habits/manner</li> </ul>
Personal style & behaviours	<ul style="list-style-type: none"> <li>As a council employee you will be supported and expected to demonstrate the Council's Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages.</li> <li>Punctual, courteous, positive, encouraging and vigilant</li> <li>Appreciate and support the role of other professionals</li> <li>Develops good relationships with others by behaving with integrity, treating people with respect and leading by example</li> </ul>

Fluency Duty	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>This post has been assessed as requiring C1 level under the Common European Framework of Reference for Language (CEFR) and will demonstrate that they:</p> <ul style="list-style-type: none"> <li>• Can express themselves fluently and spontaneously, almost effortlessly</li> <li>• Can produce clear, well-structured, detailed text on complex subjects</li> <li>• Can understand a wide range of demanding longer clauses and recognise implicit meaning.</li> </ul>
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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	X
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>